2016|2017

ACT Statewide Assessments

District Assessment Coordinator's Guide

The ACT® Test
ACT QualityCore®
ACT WorkKeys®

ACT®

Kentucky Department of
Our Children,
Our Commonwealth
Education

www.act.org

Contents

Tables

Overview

The ACT® Test, ACT QualityCore® and ACT WorkKeys®

Information from these assessments will provide teachers and parents with important and helpful feedback about the academic progress being made by students. The data will also help identify students with academic deficiencies and provide guidance in developing individual, accelerated learning plans designed to correct these deficiencies.

The policies may be modified, supplemented, deleted, or replaced, in whole or in part, at any time, and from time to time, at ACT's sole and absolute discretion.

Table 1-1. Test Types and Testing Dates

Assessment	Testing Date or Window
The ACT	
Initial Test Date	March 21, 2017
Accommodations Testing	March 21–April 4, 2017
Online Testing	March 21–April 4, 2017
Makeup Test Date	April 19, 2017
ACT QualityCore	August 1, 2016–TBD, 2017
ACT WorkKeys	
Paper Testing	January 25–February 8, 2017
Online Testing	December 1, 2016–March 31, 2017

The Kentucky Department of Education (KDE), along with the testing contractor, will be doing analyses of student responses and data to determine if possible inappropriate practices have occurred. This includes erasure analysis, item response patterns, item performance changes over time, and dramatic grade or school performance outside the norm.

Reporting Student Cheating and Score Invalidation

Student cheating or jeopardizing test security is serious and in many cases leads to invalidation of test scores. Invalidation of scores impacts not only student results, but also may impact school/district and state test results.

Monitoring a test administration session requires more than distributing materials and keeping time. Test proctors are expected to monitor students closely to ensure that every student has a fair and equal chance to receive valid scores. A proctor's responsibilities during testing include, but are not limited to, actively moving about the room to ensure that students are:

- working in the appropriate sections of the test book,
- answering questions in the correct areas of the answer document,
- using appropriate resources,
- accessing only approved electronic devices,
- accessing the appropriate online test area,
- not talking to other students,
- not looking at another student's work, or
- not in any way conducting themselves in a manner that would be considered inappropriate for the testing session.

A proctor should also be attuned to student behavior before and after testing to monitor that secure material is not being shared, such as in a face-to-face conversation or posting on social media.

Student

Inappropriate student behavior is not considered an allegation, but it should be properly reported. Should it be determined by school/district staff that a student has cheated or jeopardized test security by revealing test information, specific steps should be taken to report the incident through the Allegation Reporting Application on the KDE website (**applications.education.ky.gov/login/**). The information should be entered into the application following the step-by-step directions. Information regarding the incident should be gathered as soon as possible.

The information should include school/district name, testing room number, student name(s), State Student ID (SSID) number, proctor name(s), grade level, test form number, content area, item numbers, a detailed description of what happened, how the situation was handled, date of incident, and any other information deemed to be pertinent. This information is also to be included in an ACT Irregularity Report, that is to be kept on file for one year. These details will allow KDE to remove a student's score. The school should also use this information when determining disciplinary action for the student's misbehavior. Follow the directions in each assessment's manuals for processing answer documents.

Test Proctor

It is considered an allegation when test proctor(s) cause or allow inappropriate student behavior. The incident should be filed as an allegation using the same online application and process as filing for student misbehavior. Test proctor(s) may face consequences based on the outcome of the KDE investigation.

1. The ACT

Program Overview

The ACT test is a comprehensive system for collecting and reporting information about students planning to enter postsecondary education. It consists of four major components:

Tests of Educational Development

The multiple-choice tests cover four skill areas: English, mathematics, reading, and science. The tests emphasize reasoning, analysis, problem solving, and the integration of learning from various sources, as well as the application of these proficiencies to the kinds of tasks college students are expected to perform.

Course/Grade Information Section

This component provides 23 self-reported high school grades in English, mathematics, natural sciences, social studies, language, and the arts. The courses include those that customarily form the core of a college preparatory curriculum and are frequently required for admission to college.

Student Profile Section

The Student Profile Section contains information reported by students, in such categories as educational plans, interests, and needs; financial aid; demographic background information; and extracurricular activities.

The ACT Interest Inventory

This 72-item survey reports scores that parallel six interest and occupational types. The Interest Inventory helps students identify majors consistent with their interests.

Table 1-2. The ACT

The ACT	Subject	Number of Questions	Time (Minutes)
Required for all grade 11 students. Assesses high school students' general educational development and their ability to complete college-level work.	English	75	45
	Mathematics	60	60
	Reading	40	35
	Science	40	35

District Assessment Coordinator (DAC) Communications for the ACT Statewide Test

Throughout the year, information regarding test-day administration, accommodations, and irregularities for the ACT will be communicated directly to school personnel, including Test Coordinators (TCs) and Test Accommodations Coordinators (TACs).

To keep DACs fully informed, all significant communications sent to Principals, TCs, and TACs will also be copied to DACs. They will also have access to key documents via a link to an ACT website, or the items

will be posted on the KDE website. All broadscale communications will be provided to KDE in advance of distribution to DACs. In addition, key updates will always be shared with Kentucky DACs via the DAC Monday E-mail, sent out by the Office of Assessment and Accountability, Division of Support and Research.

Who Should Be Tested

All students enrolled in grade 11 at a Kentucky public school, except alternate assessment, first year English learners, and foreign exchange students, are to be tested. For any grade 11 student who does not test, the reason for non-participation is to be documented on the electronic roster in the Student Data Review and Rosters application (SDRR). Candidates for early graduation may also be eligible to test.

Early Graduation

The Early Graduation regulation is a result of Senate Bill 61 (2013) and is a companion to Senate Bill 97 (2013). To summarize the regulation, beginning in 2014–15, Early Graduation became possible for students who intend to move on an accelerated timeline through high school and graduate ready for college before the typical four years of high school or age 18.

Students with approved Intent Forms may take their one state-supported ACT exam prior to their junior year, as provided by the regulation. TCs must include early graduation candidates in the total number of students expected to test. Early graduation candidates who are juniors will be included in the data files sent to ACT and will receive labels for their answer documents. Early graduation candidates who are not juniors will not be included in the data files sent to ACT and will not receive labels for their answer documents. Students who do not receive labels will need to fill in blank answer documents.

For more information on Early Graduation, see **education.ky.gov/educational/AL/earlygrad/Pages/ default.aspx**.

Accountability

Upon graduation, the ACT score results are included in accountability to demonstrate college and career readiness (CCR). In addition, KDE will use the grade 11 ACT English sub-score (usage/mechanics) for the required language mechanics score in reporting at the high school. Students must be enrolled in the school for 100 days for ACT scores to be accountable to the school. The 100 days will be based on the district accountability date (i.e., the first day of the five-day summative test window in the last 14 days of the district's instructional calendar).

Rosters

KDE will collect a roster from schools through SDRR. Step-by-step procedures will be shared through a DAC Monday E-mail.

Medical Non-participation and Extraordinary Circumstance

Medical non-participation and extraordinary circumstance requests will be collected in SDRR. School staff will able to apply for non-participations when ACT Rosters are open in March and again in spring. Step-by-step procedures will be shared through a DAC Monday E-mail.

ACT State and District Testing Key Dates

Standard Time Testing	Online & Accommodations Testing
March 21, 2017 Initial Test Date	March 21–April 4, 2017 Testing Window
April 19, 2017 Makeup Test Date	ACT-Approved and Non-College-Reportable Accommodations

Key Dates	
November 2016	Assigned TC will be sent an e-mail with information on how to notify ACT of planned participation and to access test administration support materials online. DACs will be copied on the same email and provided with a link to access the materials online.
November 2016	Accommodations training webcast becomes available online. This webcast focuses on procedures for completing and submitting required documentation for students needing to test with ACT Accommodations.
November 2016	**Window opens for TCs to verify or update** required participation profiles and school information in PearsonAccess^{Next} (PANext).
Date TBD	**Window for staff to register** for in-person Test Administration Training workshops.
Date TBD	Test Administration Training (in-person) workshops. ACT and KDE will conduct two workshops for all appointed TCs. Registration is required.
Date TBD	Test administration webcasts become available.
Date TBD	Accommodations Q&A session
January/February 2017	Test administration Q&A sessions
Early February 2017 Specific date TBD	**Deadline for TCs to submit updated contact information and expected enrollment (eligible grade 11 students and early graduates) to indicate Spring 2017 participation.** It is imperative that schools have this completed by this deadline. Link to Ordering Materials Guide: ***http://www.act.org/content/dam/ act/unsecured/documents/User_Guide_PA_Next_Ordering_ Materials.pdf***
February 17, 2017	**Deadline for ACT to receive an** *Application for ACT-Approved Test Accommodations* in the Test Accommodations Accessibility (TAA) system for each student requesting to test with ACT accommodations. Include any required documentation for each student.
February 2017	**Window for TC to place online order in PANext** for needed quantities of Non-College Reportable Accommodations materials.
February 2017	TCs and Test Accommodations staff need to check TAA to see if student has been approved for requested accommodations. Contact ACT with any questions.
February 24, 2017	Deadline to contact ACT Accommodations after checking status in TAA. No response indicates school agrees with status and assigned test format.
Early March 2017	**TC receives** nonsecure and secure test materials shipment which includes answer documents, labels, copies of the *Administration Manual* and *Taking the ACT*, site header, return materials envelopes and test booklets.

Blue Shading indicates Accommodations Testing

Key Dates	
February 18–March 17, 2017	Window for ACT to receive *ACT-Approved Accommodations Late Consideration Form* (for the following reasons only). 1. New to the School or Newly Classified as Grade 11: Student was not previously approved for an accommodation and has newly enrolled in or transferred schools. This also includes students who were newly classified as Grade 11 after the original deadline. 2. Newly Identified Disability: Student has been evaluated or diagnosed recently; a new disability has been identified by the school; and an accommodations plan has been put in place after the original deadline. 3. Transfer Student: A student who is already approved with an accommodation (for State Testing) transfers to your school from another school within the state. 4. Medical Emergencies or Sudden Medical Onset: Student who develops a sudden medical condition or suffers an injury which could prevent the student from accessing the examination (e.g., broken arm, hand, wrist, etc.). Students can mark the answers to the multiple choice questions in the test book and testing staff can transcribe the answers to the answer document after testing. Other medical emergencies or conditions may also qualify. Schools must request a scribe or other alternate materials by submitting an ACT-Approved Application and complete documentation of the condition and its effect on the student's ability to access the test. ACT will consider each case individually.
Early March through March 20	**Window for schools to conduct** room supervisor and proctor trainings, verify test requirements at schools or off-site locations are met, and hold supervised pretest sessions for all students testing with ACT paper materials.

Early March	**TC** receives accommodations shipment of:
	1. ACT-Approved Accommodations materials including:
	  a. Final roster of ACT-Approved Accommodations and student letters (will not include any late requests)
	  b. ACT-Approved alternate format test materials, such as large type, audio DVD, and Braille
	2. Non-College-Reportable Accommodations test materials including alternate-format test materials (as ordered), such as large type or audio DVD.
	Note: Schools that have informed ACT they will be on break during this week will receive their shipment the prior week.

March 21, 2017	**Initial test date—the ACT** After testing, prepare test materials for return to ACT.
March 21–April 4, 2017	**Accommodations testing window**
Date TBD	**Window to submit** order for standard time paper makeup materials in PANext system.
March 21 - April 4, 2017	**ACT Online testing window** (weekdays only)
March 22–April 18, 2017	**Window for schools to hold** supervised Pretest sessions for all applicable students testing on the makeup test date.
March 23, 2017	Initial test date materials pickup. Contact ACT at 800.553.6244, extension 2800, if there are issues with scheduled pickups.
April 5, 2017	Test materials pickup for accommodations and online testing. Contact ACT if there are issues with scheduled pickups.
Week of April 10, 2017	**TCs receive** standard time test materials shipment for makeup testing.
April 19, 2017	**Makeup test date—the ACT** After testing prepare test materials for return to ACT.

Blue Shading indicates Accommodations Testing

Key Dates	
April 20, 2017	Makeup test date materials pickup. Contact ACT at 800.553.6244, extension 2800, if there are issues with scheduled pickups.
April 21, 2017	**Deadline for schools to return** all test materials.
April 28, 2017	**Deadline for ACT to receive** all answer documents from schools (Answer Document Receipt Deadline). Late arriving documents will not be scored.

Blue Shading indicates Accommodations Testing

Standard Testing Requirements

Schools must abide by the standard testing requirements as stated in *Summary of Requirements—ACT State and District Testing* and the *ACT Administration Manual for State and District Testing*. ACT will provide DACs with access to each of these documents. DACs are responsible for ensuring all staff administering the ACT read, sign and abide by the *Administration Code for Kentucky's Educational Assessment Program* (703 KAR 5:080) and, if providing accommodations, read and abide by the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070). School or district technology staff involved in preparing computers for online testing must read, sign and abide by the Nondisclosure Agreement. Follow ACT's calculator policy (**www.act.org/content/act/en/ products-and-services/the-act/taking-the-test/calculator-policy.html**).

Seating Charts

Seating charts, for both groups and/or individual sessions, must be completed for all state-required test administrations. The charts should reflect the arrangement for both students and room supervisors in the test room. The ACT Seating Chart will fulfill requirements for both ACT and KDE. TCs are required to keep a copy of the ACT Seating Chart form on file for one year.

Appointing Required Testing Staff

For schools to manage their participation, they must complete all test site processes as directed by ACT. Assigned TCs will be used as the initial point of contact by ACT. Schools will then have the ability to change contact names using PearsonAccess[Next]. DACs will be directed to a website where they can access testing policy and procedural materials.

The **Test Coordinator** (TC) must meet ACT's standard requirements for testing staff and agree to ACT's standard testing requirements for test administration. The TC will serve as the primary contact for all communications about the ACT administration, will receive materials, will be responsible for conducting standardized and secure test administrations at the school, and will promptly return all test materials to ACT. Each appointed TC will be required to complete and submit an *ACT State and District Testing Test Coordinator Profile* using the PANext online system. After review and approval of the profile, all future communications about the test administration will be addressed to the TC.

Test Coordinators should appoint a backup test coordinator who meets the same criteria as the TC, and who will be able to serve in the event that the TC is unable to fulfill his or her administration duties on the test day.

TCs will work with the school's accommodations staff to serve students who need test accommodations (see "Accommodations" page 8). Staff can assist with submitting requests for accommodations and coordinating the testing of students approved for those accommodations during the period of time between the initial test date and the makeup test date. The TC will serve as the primary contact for all communications about the ACT accommodations administration, and it will be the TC who receives the accommodations test materials. Accommodations staff will assist with conducting standardized and secure test accommodations administrations at the school and will work with the TC to promptly return all accommodations test materials to ACT.

Accommodations

ACT is committed to ensuring that official ACT scores reported to colleges and other entities from Kentucky State Testing are comparable to scores earned through other forms of ACT testing involving the application of ACT's test accommodations policies. Therefore, ACT supports the following two forms of accommodations on the ACT when it is administered as part of a state testing program:

- **ACT-Approved Accommodations** result in ACT scores that are fully reportable to colleges, scholarship agencies, and other entities *in addition* to being used for state testing purposes. Only students with professionally diagnosed and documented disabilities and who receive accommodations in school should apply for ACT-Approved Accommodations. Examples of accommodations that may be requested include extended time, alternate test formats, stop-the-clock breaks, and authorization to test over multiple days. Applications will be reviewed by ACT staff, and if appropriate, by other expert disability consultants, to ensure they meet ACT's established eligibility criteria and include the same supporting documentation required for approving all other ACT accommodations requests.

- **Non-College-Reportable Accommodations** result in ACT scores that are used only for state testing purposes; these scores are not college-reportable. English Learner students who do not have a disability but receive accommodations in school should request Non-College-Reportable Accommodations.

The school's appointed TC will request ACT-Approved accommodations through the Test Accommodations Accessibility system (TAA). The TAA system is a secure online portal that will allow TCs to submit an online application as well as any requested documentation to ACT. This system is used for completing required tasks for only those students who need ACT-Approved Accommodations. For each student for whom accommodations are requested, the TC will submit:

- *Application for ACT-Approved Accommodations*—This is a form used through TAA to apply for ACT approval of test accommodations for students who meet ACT's established eligibility requirements.

- *Ordering Non-College-Reportable Accommodations*—This online form is used to request materials for students who will test with non-college-reportable accommodations. The TC will need to determine the number of students who will be testing with Non-College-Reportable Accommodations, ordering by type and quantity needed. Ordering will be completed in the PANext system during the specified window. Orders should include students who do not meet ACT's eligibility requirements (e.g., EL students with no disabilities) or whose applications for ACT-Approved Accommodations have been denied.

ACT Review of Applications for Accommodations on the ACT

ACT will review applications for ACT approval by applying the Americans with Disabilities Act (ADA) standards that are used for all such applications. Approval is dependent on submission of all required documentation by the stipulated deadline and review by ACT. It is possible for ACT to approve an accommodation for one student, while the same accommodation may be denied for a different student.

Students who do not meet ACT eligibility requirements (e.g., EL students with no disabilities) or whose requested accommodations are denied by ACT may work with accommodations staff to request to take the ACT with the denied accommodations under the Non-College-Reportable Accommodations option, or they may test standard time without accommodations.

> Note: Non-College-Reportable Accommodations must be ordered so that ACT can ship the correct ACT test materials—which are different from those used by examinees testing with ACT-Approved Accommodations. See "ACT State and District Testing Key Dates" (pages 4–6) for important deadlines for accommodations requests.

ACT Online Testing Option for Select Schools

ACT plans to offer schools in Kentucky the opportunity to take the ACT test online as part of the statewide assessment. Each selected school participating will need to appoint a Technical Coordinator. That individual will be responsible for making sure their school meets the technical requirements and is able to pass a series of site readiness checkpoints. ACT will provide additional training for Technical Coordinators, and resources for administering the ACT online will also be available. Schools will indicate their intent to participate at the time of establishment. ACT taken online will be administered in a two-week window, the same window used for accommodations testing. With ACT approval, extended time accommodations will be permitted to be taken online. Other accommodations that require alternate formats will need to be taken on paper. Additional information will be provided this fall by ACT and in the DAC Monday E-mail.

Invalidated Scores

If any test scores are invalidated, ACT will notify KDE in writing of those invalidated scores. ACT will also notify schools as appropriate when scores are cancelled or an answer document is not scored. KDE will be responsible for informing DACs of the outcomes.

ACT Reports

Table 1-3. Standard ACT Reports by Student (All College-Reportable State Testing Scores)*

Report	Media	When Distributed	Recipient
Student Report and Booklet, *Using Your ACT Results*	Print	3–8 weeks after test date	Student at address entered on answer document
High School Report (1 per student), Score Labels (2 per student), High School Report Checklist (1 per report delivery)	Print (multiple deliveries as scoring is completed)	3–8 weeks after test date	Director of Counseling (by title only)
College Report(s)	As requested by college	As requested by college	College(s) entered by student on answer document

*Students receiving Non-College-Reportable Accommodations on the ACT do not receive a college-reportable score.

Table 1-4. High School Reports from ACT State and District Testing

Report	Population Reported	Media	When Distributed	Recipient
High School Profile Report including College Readiness Standards Report	All students[1]	Print	July	Test Coordinator
Non-College-Reportable Score Notification Letter (1 for student, 1 for school)	Students tested with Non-College-Reportable Accommodations	Print	July	Test Coordinator

[1]Including students tested with Non-College-Reportable and ACT-Approved Accommodations.

Table 1-5. District Reports from ACT State and District Testing

Report	Population Reported	Media	When Distributed	Recipient
Non-College-Reportable Score Notification Letter (one copy)	Students tested with Non-College-Reportable Accommodations	Print	July	DAC
District High School Profile Report including College Readiness Standards Report	All students[1]	CD	July	DAC
High School Profile Report for each HS in District	All students[1]	CD	July	DAC
District Student Data File	All students[2]	CD	July	DAC

[1]Including students tested with Non-College-Reportable and ACT-Approved Accommodations.

[2]Including students tested with ACT-Approved Accommodations

ACT College Readiness Benchmarks

Students who reach the ACT Benchmarks (which differ from Kentucky CPE Benchmarks) have a 50% chance of obtaining a B or higher or about a 75% chance of earning a C or higher in the corresponding credit-bearing college course. The ACT College Readiness Benchmark in Reading is 22. The Benchmark in Science is 23. English is 18 and Mathematics is 22. The Kentucky CPE benchmarks used in college admissions, college placement, and school accountability are 18 in English, 19 in Mathematics, and 20 in Reading.

Testing Precautions

- The ACT, ACT WorkKeys and ACT QualityCore tests are separate assessments which may all occur in a similar timeframe. Each has different test materials, administration procedures, and returning processes. Please keep all materials and testing separate. Standard secure storage requirements apply to all administrations.
- Remember to return materials separately, as instructed in the respective test administration manuals and in other training resources.
- Mixing test materials can result in a delay of scoring and reporting and possibly a misadministration.

Contact ACT State Testing at 800.553.6244 with questions.

Frequently Asked Questions about the ACT

Q: *Test Scores: Will the State ACT test given to Kentucky grade 11 students count for college admissions purposes?*

A: All students who take the ACT as part of State Testing in Kentucky with either standard time or ACT-Approved Accommodations (and receive scores) will be able to use those scores for college admission and scholarship purposes and initial NCAA eligibility certification. Students who test using Non-College-Reportable Accommodations or who do not receive scores due to prohibited behavior or a misadministration will not be able to use their results for college admissions, scholarship purposes, or initial NCAA eligibility certification.

Q: *Test Sites: Will high schools that are already approved test centers for the national ACT administration have to be approved again for the ACT for Kentucky weekday administration?*

A: Yes, high schools currently serving as ACT test centers must submit their establishment profiles and request to be established as a test site for the weekday administration of the ACT for Kentucky.

Q: *Test Administration: Can district personnel and other interested parties (DACs, school board members, superintendents, media, etc.) monitor test administration on test day?*

A: To protect examinees from anxiety and distractions, unauthorized persons—including parents, board personnel, media, etc.—must not be allowed to enter, observe, or photograph test rooms or preliminary activities. Only authorized personnel serving in the role of testing staff (Test Coordinator, Room Supervisor, or Proctor) are allowed in the testing area.

Q: *Can a student who, through credit recovery , transitioned from tenth grade to twelfth grade without taking the ACT as an eleventh grader, take the test as a twelfth grader?*

A: No, only students enrolled as eleventh graders on test day can take the assessment during a state administration. Early Graduates are an exception and may test along with grade 11 students.

Q: *Do students classified as migrant take the assessment?*

A: Yes, if the students are enrolled as eleventh graders on test day.

Q: *Where will accountability be marked?*

A: Accountability for the ACT is recorded in SDRR. Details for marking rosters will be provided in Monday DAC E-mails.

Q: *Where do I show to KDE that a student was absent on both the initial and makeup dates?*

A: File a non-participation request in the Student Data Review and Roster (SDRR). Do not delete the student from the roster.

Resource Documents Available

- *Checklist for Success*
- *PearsonAccess^{Next} for State and District Users*
- *Accommodations on the ACT Test TAA User Guide*
- *ACT State and District Testing—Schedule of Events: Standard Time Testing and Accommodations Testing*
- *ACT Administration Manual for State and District Testing*
- *Preparing for the ACT*
- *Taking the ACT*
- *Summary of Requirements—ACT State and District Testing*
- **www.act.org/content/act/en/products-and-services/state-and-district-solutions/kentucky.html**

2. ACT QualityCore

Program Overview

From KDE:
The state of Kentucky is focused on making college and career readiness a reality for every Kentucky student. With this focus, Senate Bill 1 (SB 1) was enacted in 2009. This legislation allowed, with approval by the Kentucky Board of Education, an end-of-course (EOC) assessment program at the high school level. ACT will provide its QualityCore Instructional Program as Kentucky's K-PREP EOC examinations for English 10, Algebra II, Biology, and US History. The EOC assessments are part of Kentucky's Unbridled Learning: College/Career Readiness for All.

ACT QualityCore is an instructional improvement and curriculum alignment program designed to help schools and districts increase students' college and career readiness by raising the overall quality of high school core courses. ACT QualityCore helps teachers focus on the essential skills students need most to be ready for success.

ACT QualityCore components include:

Rigorous Course Standards

Aligned to Common Core State Standards and drawn from years of empirical data and real-world classroom experience, ACT Course Standards define the essential knowledge and skills students need to be college and career ready.

End-of-Course Assessments

ACT QualityCore End-of-Course (EOC) assessments provide educators with multiple-choice questions to evaluate student gains in achievement course by course. Under the Kentucky contract with ACT, EOC assessments will consist of two 45-minute multiple-choice test sessions. Multiple-choice items on the EOC assessments may be administered via online or paper testing.

Progress Monitoring/Reporting

EOC multiple-choice test results are provided in a live, interactive, online format. The reports include an estimated ACT test score that gives students and teachers an easy way to identify how well students are meeting standards for college and career readiness.

ACT QualityCore Courses

For the 2016–17 school year, the following ACT QualityCore courses (including EOC assessments) will be administered in Kentucky school districts and are funded by KDE:

- English 10
- Biology
- Algebra II
- U.S. History

The following ACT QualityCore courses are not funded by KDE, but may be purchased by schools and districts from ACT:

- Algebra I
- English 9
- English 12
- Physics
- Chemistry
- English 11
- Geometry
- Precalculus

Courses Requiring an EOC Exam

Schools will need to evaluate their courses as compared to the EOC requirements. Schools will then select the appropriate course to administer the EOC. For example, the EOC test for Biology has a syllabus, instructional support materials and a test blueprint to help administrators evaluate which course covers the content assessed on the EOC test.

Schools that adhere to the state course codes may refer to Appendix A for a list of state course codes that require an EOC assessment. **It is important that schools use the state course codes within Infinite Campus (IC) to add an assessment in the Assessment Tab on the course or course master for all EOC courses** (for directions, see **http://education.ky.gov/districts/tech/sis/Documents/ addingEOCtoCourse.pdf**). As KDE gathers data from IC for the ACT QualityCore system and SDRR, only courses with an associated assessment on the assessment tab in Infinite Campus will be extracted.

DAC Responsibilities for ACT QualityCore

The DAC is the primary liaison between ACT and the schools in the district for the ACT QualityCore program, and an important resource for ACT. The DAC is responsible for establishing test windows by course for each school in the district. The DAC works in the ACT Quality Core System to create other district-level and school-level administrators. The DAC is also responsible for ensuring adherence to the standardized testing policies, guidelines and procedures outlined in the *Test Administration Manual* and *Teacher Manual*, as well as those detailed in this guide. In addition, DACs are invited to participate in all conferences and workshops addressing testing procedures or the interpretation of results.

Any staff administering the EOC assessments must read, sign and abide by the *Administration Code for Kentucky's Educational Assessment Program* (703 KAR 5:080) and, if providing accommodations, read, sign and abide by the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070). School or district technology staff involved in preparing computers for online testing must read, sign and abide by the Nondisclosure Agreement.

> Note: ACT QualityCore testing is being used for accountability purposes as determined by KDE. Schools must administer ACT QualityCore only within the test window selected.

New DAC Registration

If new to ACT QualityCore, the DAC will need to be added to the system. To get set up, send an e-mail to **qualitycorecustomerservice@act.org** with the following information:

- First and last name
- District name

Who Should Be Tested

Any student completing the ACT QualityCore courses shall take the state-required EOC assessments. For 2016–17, the EOC assessments are English 10, Algebra II, Biology, and U.S. History. The courses are Kentucky graduation requirements.

For state accountability, each student completing English 10, Algebra II, Biology, and U.S. History must have one score, or an approved non-participation, for each of the required EOC exams.

Students Receiving Partial Credit

Students who took part of a course during a previous school year and who complete any portion of the course in the current year must complete the EOC assessment.

Transfer Students

A student who transfers from a private, out-of-state, or another Kentucky public school during the year and has received partial credit to date (e.g., has earned half a credit due to having completed one semester) and enrolls in the course to complete it, must take the EOC exam. Students who transfer from a private or out-of-state school and have received full credit in the state-required courses do not take the EOC exam(s).

Students transferring from other Kentucky public school districts who completed English 10, Algebra II, Biology, and U.S. History during a previous year should have an EOC exam score. **It is important for the receiving school to check that the student has taken the required EOC exam before accepting the credit from the previous school.** If a transferring student has not taken a required EOC exam, that student should be tested. The only exception is if the student took a portion of the course prior to the current school year and will be completing the remaining coursework at the new school. If that is the case, the student should test at the completion of the course.

Foreign exchange students do not participate in state testing.

English Learners

EL students who are in their first year of enrollment in a U.S. school and are at the end of instruction should take the EOC exam to be included in the student's final grade. First-year EL student scores will not be included in school accountability.

Middle School Students

Students receiving high school credit must take the EOC exam. For state accountability, each student completing English 10, Algebra II, Biology, and U.S. History should have one score for each of the required EOC exams. EOC testing in Algebra II, English 10, Biology, and U.S. History is a state-required component for high schools. Each year grade 8 students in accelerated programs complete coursework and testing for Algebra II and Biology. The Office of Assessment and Accountability collaborated with other KDE offices, DACs and the School Curriculum, Assessment, and Accountability Council (SCAAC) to determine that these grade 8 EOC student scores will be "banked." Student scores from grade 8 EOC testing will be included in the reporting for the high school the student attends for 100 days as a ninth grader.

Early Graduation

The Early Graduation regulation is a result of Senate Bill 61 (2013) and is a companion to Senate Bill 97 (2013). To summarize the regulation, beginning in 2014–15, early graduation became possible for students intending to move on an accelerated timeline through high school and graduate ready for college before the typical four years of high school or age 18.

Students receiving high school credit must take the EOC exam. For example, students who take U.S. History the fall semester of their junior year and graduate in December are required to take the EOC assessment by revision of regulation 703 KAR 5:240. Early graduates will be included in the school's accountability even if they have not been enrolled in the school for 100 days due to their early graduation date.

Early graduation candidates, families and counselors should review academic performance each grading period to make sure the student is on track. There is a strong indicator the student is not ready for college-level work if the student is unable to reach proficiency in either course or exams. If an early graduation candidate successfully passes a course but does not meet the EOC benchmark, the student may appeal to the district superintendent to retake the EOC exam. The DAC should keep the rationale for the retake on file. Districts may determine that an extenuating circumstance prohibited an otherwise exceptional student from obtaining benchmarks. KDE has created sample policies and a sample application for schools and districts to use. See Appendix B of this section. For more information on Early Graduation, see **education.ky.gov/educational/AL/earlygrad/Pages/ default.aspx**.

Tracking Students

Every student should have an EOC score for English 10, Algebra II, Biology, and U.S. History before graduation. Students graduating without an EOC score or approved non-participation in each of these courses will receive the lowest possible score and will be included in the school and district accountability calculations.

EOC Early Warning Report

There is a report within IC designed to assist school/district staff to identify students who do not have EOC data. The EOC Early Warning report indicates whether a student has a score for state-required EOC assessments. The report will generate in Excel format. The report may be generated by one assessment or all, and one grade level or all.

Preparing for ACT QualityCore Testing

In order to prepare for ACT QualityCore testing, School Test Coordinators must complete a number of tasks within the ACT QualityCore system. All of these tasks are necessary to ensure students are able to test and that the resulting data is robust at the state, district, school, classroom, and student levels.

ACT QualityCore EOC State Window

The ACT QualityCore EOC assessment state window has been set for the 2016–17 school year.

- August 1, 2016–TBD 2017

School Window

Within this window, schools choose a 10-day window (**consecutive days**) to complete the four tests, including makeup sessions. There are exceptions to this rule. For medical or extraordinary circumstance, students may test outside the 10-day window. Please contact OAA for special permission.

> Note: MC1 and MC2 must be given in order on the same day. Schools may schedule multiple content tests on same day. A 10- to 15-minute break is allowed between test sessions.

For paper testing, all students in one content area must be tested at the same time (similar to the ACT administration).

For online testing, multiple testing sessions can be utilized in a single day.

Nontraditional Students

Students in a nontraditional setting (i.e., Self-Paced, Online Credit Recovery Courses) may test at any time. School staff chooses one or two **consecutive days per student(s)** to complete sessions.

Format (Paper or Online Testing)

For the multiple-choice sections, school staff may choose the format of each content area: paper or online testing. For example, schools may choose to give juniors Algebra II on paper and seniors Algebra II online.

The first online test must begin at the same time as the paper test. Below is an example of the timing for a school that chose to test in one day.

Table 2-1. Sample One-Day Testing Schedule

Multiple-Choice					
Time	Subject	Room	Paper Testing	Online Testing	Special Education
8:00–10:00	English 10	Cafeteria	100		4
	English 10	201	25		
	English 10	202		20	
	Algebra II	Library	90		7
	Algebra II	203	20		
	Algebra II	202		20	
10:00–12:00	English 10	202		20	
	Algebra II	202		20	

Receiving and Distributing Test Materials

DACs are responsible for maintaining the security and safekeeping of the test materials and for returning them to ACT at the conclusion of testing. All test booklets, used and unused, must be returned to ACT.

Depending on the quantity being shipped, there may be several boxes per school that comprise the ACT QualityCore shipment. If paper testing, for each course (English 10, Biology, Algebra II, and U.S. History) a minimum of 1 box of multiple-choice test booklets per school will be received.

Shipping: DACs should expect to receive materials two weeks prior to the school test start dates, provided the schedule on the ACT QualityCore website is followed. If this timeline is not followed, ACT cannot be responsible for getting schools their test materials two weeks before their test start date (especially if materials are ordered less than two weeks prior to the test start date).

When materials arrive, DACs should open the boxes (starting with box marked 1 of X) and verify that the materials listed on the Pack/Return Slip match the materials found in the boxes. If any discrepancies are found, call ACT immediately at 866.764.7228.

The following table outlines available test materials shipped for the ACT QualityCore test administrations for 2016–17.

Table 2-2. ACT QualityCore Test Materials

Description	Quantity
ACT QualityCore Kentucky Contract Test Materials Package	
ACT QualityCore Test Booklet	1 per student
ACT QualityCore Answer Documents	1 per student
ACT QualityCore Reference Sheets (for Algebra II)	1 per student
ACT QualityCore *Test Administration Manual*	1 per school
ACT QualityCore *Teacher Manual*	1 per 25 students
ACT QualityCore School Header	1 per school
ACT QualityCore Group Header	1 per Test Assignment Roster
ACT QualityCore Tyvek Envelope for Completed Answer Documents	As needed
ACT QualityCore Return of Used Answer Documents (RUAD) box	As needed
UPS Return Shipping Labels	As needed
Clear Packing Tape (1 set of strips)	As needed
Optional Materials	
ACT QualityCore—Audio DVD	As ordered
ACT QualityCore—Braille	As ordered
ACT QualityCore—Large-Print	As ordered
ACT QualityCore—Reader's Script	As ordered

All test materials will be shipped to arrive at the district office approximately two weeks prior to the first day of testing established for each school. All test materials are considered secure and should be handled and stored accordingly at the district office and in the respective schools. See the *Test Administration Manual* for ACT QualityCore for specific guidelines on handling and storing secure test materials.

Note: The box(es) in which you received your test materials and the attached Pack/Return Slips should be used to return all test materials other than used answer documents and related materials to ACT.

Once delivered to the schools, BACs should open the materials and verify counts *immediately* to determine if there are any discrepancies.

Note: For online testing, staff should refer to the *Test Administration Manual* (Computer-based Testing), which can be found under "Resources" in the ACT QualityCore system. No *Administration Manual* or *Teacher Manual* will be shipped for those using online testing.

Returning Test Materials

After testing, materials must be stored in a secure location until they are returned to ACT. Used answer documents can be returned whenever testing is completed for an entire course or can remain in secure storage until you have finished testing all courses. To ensure timely scoring of answer documents, DACs must follow the instructions for Packaging Answer Documents for Scoring in the *Test Administration Manual*. There will be significant delays in scoring answer documents not returned according to those instructions (e.g., without required Group Headers or loose in test material boxes). All test booklets, manuals, and other materials provided by ACT **must** be shipped back to ACT within two days after all ACT QualityCore tests have been administered. Contact ACT Customer Service if additional Group Headers are needed.

Disposition of Materials After Testing

Immediately after concluding the testing process, BACs/TCs should gather answer documents, prepare them as described in the *Teacher Manual*, and forward them, with completed administrative forms, to the DAC in the envelopes provided. Additionally, all test booklets must be boxed and forwarded to the DAC. As materials are received from schools, DACs should confirm that all administrative forms (School Headers, Irregularity Reports, etc.) have been completed appropriately and placed correctly with the answer documents for scoring. Additionally, the DAC must confirm that all materials including test booklets have been returned.

All ACT QualityCore test booklets must be returned by the schools in a secure manner, to the DACs. You will not be able to use these test booklets next year.

Test Book Tracking Log: As the Test Coordinator, the DAC is responsible for ensuring the security and return of the ACT QualityCore test booklets. Please use the form found in the *Test Administration Manual* to help keep track of assigned booklets.

Testing Irregularity Report: The *Test Administration Manual* outlines prohibited behaviors and provides information on how to report those irregularities using the testing irregularity report document. This document can be found in the *Test Administration Manual*.

Accommodations

Accommodated material order process: ACT offers ACT QualityCore test forms in Braille and 18-point large type, and on audio DVD. Large type answer sheets are also available for students with motor or vision impairments to mark responses to multiple-choice questions. Accommodated test materials can be ordered by contacting ACT QualityCore Customer Services at 866.764.7228. Accommodated test materials must be ordered no later than 4 weeks prior to the test administration date to ensure delivery. An overview of accommodated testing procedures, *Instructions for Accommodated Testing*, is available on the Resources page when you log in to the ACT QualityCore website.

Grading and Students with Disabilities

A student's EOC test result may be used for a percentage of a student's final grade in the course, as outlined in local policy. Pursuant to 703 KAR 5:200, the Kentucky Board of Education (KBE) suggests the EOC assessment count 20% toward the student's final grade, with local school boards having discretion in setting the percentage. If the final percentage is less than 20%, the regulation requires reporting to the Commissioner of Education.

KDE has determined that Admissions and Release Committees (ARCs) do not have the authority to change the percentage of the course grade the EOC assessment will count for students with disabilities. Students with Individualized Education Plans (IEPs) must have the same percentage of their grade based on EOC assessments as students without disabilities. If a district chooses to calculate the EOC assessment as 20% of a student's final grade for the course, the same percentage applies to a student with an IEP or Program Services Plan (PSP).

Supplemental Orders

School personnel should contact the DAC if they need additional ACT QualityCore testing or shipping materials.

Please be sure to identify your order as part of the state contract when you call. Please be aware the transfer of materials between schools is not allowed for the ACT QualityCore exam.

ACT QualityCore Reports

ACT QualityCore provides a variety of online reports designed to convey relevant score information to teachers and administrators. Teachers receive information about the performance of each of their students as well as information about their class as a group. Administrators have access to the student-level reports and to reports that roll up data into larger groups. Paper testing scores will be available in the ACT QualityCore system 5 business days after receipt of materials, assuming documents are returned correctly. CBT scores will be available the day after test submission. If documents are not properly packaged for return, the scoring turnaround timeline will be impacted.

Scheduling Administration

Ideally, the EOC test will be administered as instruction concludes. For schools administering online testing, administration schedules will need to be developed to rotate students through available computers to complete the online testing.

When scheduling test administration, consider test score turnaround time. Allow sufficient time for teachers to calculate students' final grades.

Accountability

Students must be enrolled in the school for 100 days for EOC scores to be accountable to the school. The 100 days will be based on the district accountability date (i.e., the first day of the five-day summative test window in the last 14 days of the district's instructional calendar).

Rosters

KDE will collect a roster from schools through SDRR. Step-by-step procedures will be shared through a DAC Monday E-mail.

Medical Non-participation and Extraordinary Circumstance

Medical non-participations and extraordinary circumstance will be collected in SDRR throughout the year. School staff will be able to apply for non-participations in each window. Step-by-step procedures will be shared through a DAC Monday E-mail.

Resource Documents Available

- ACT QualityCore *Test Administration Manual*
- ACT QualityCore *Teacher Manual*
- ACT QualityCore *Instructions for Accommodated Testing*

Kentucky ACT QualityCore Website

KDE and ACT have created a Kentucky-specific ACT QualityCore website. Valuable resources including test manuals, on-demand videos, and links to training may be found at **www.act.org/content/act/en/products-and-services/state-and-district-solutions/kentucky.html#qualitycore**.

Appendix A: Course Codes for EOC as Defined by KDE

English II

230110–English 2

230162–Pre-IB English 2

230166–AP Language and Composition

Biology

302601–Life Science/Biology 1

302602–Biology II

302611–Biochemistry

302613–Microbiology

302614–Ecology

302623–IB Environmental Systems

302643–Pre-IB Biology

302644–IB Biology 2

302645–IB Biology 3

302646–AP Biology

302680–AgriBiology

302698–Intro Biology with Earth/Space Science

303010–Astrobiology

303091–Integrated Science I

303092–Integrated Science II

303093–Integrated Science III

302612–Botany

302603–Honors Biology

302618–Medical Science

303053–Conceptual Progression Science III

Algebra II

270311–Algebra 2

U.S. History

450809–U.S. History Survey

450812–United States History, Reconstruction to the Present

450814–AP American History

450879–Adv. U.S. History

Note: EOC exams are required for students receiving credit for English 10, Biology, Algebra II, or U.S. History.

Appendix B: Application Procedure for Retaking the State End-of-Course Exam

Early graduation is a deliberate pathway for students who wish to move from secondary to postsecondary education when ready, receive a diploma from the district, and be eligible for acceptance into postsecondary education. To graduate early, candidates must meet minimum proficiency benchmarks for the four EOC exams required for state accountability (154 in English 10, 148 in Algebra II, 154 in Biology, and 147 in U.S. History) and meet CPE benchmarks for the college readiness exam.

Students who have an approved Early Graduation Intent Form and are flagged in Infinite Campus (IC) may appeal to retake the EOC exam once. Districts may determine that an extraordinary circumstance prohibited an otherwise exceptional student from obtaining benchmarks. For example, if an early graduation candidate successfully passes a course but does not meet EOC benchmark, the student may appeal to the superintendent or designee to retake the EOC exam on grounds of the extenuating circumstances. The DAC should keep the documentation for the retake on file.

The following procedures are required when a parent/guardian/student appeals to retake the EOC exam.

1. Complete the Application to Request Retake of End-of-Course Exam.

2. Write a letter explaining the reasons for appealing to retake the EOC exam.

3. Deliver the application and appeal letter to the school principal or designee within five days of receiving an EOC score that is below the benchmark.

4. **If your appeal is approved** by the school administrator, the letter and application will be delivered to the superintendent or designee. If student is approved for EOC retake, the student and school may schedule the exam at the earliest convenience.

5. **If the application is denied** by the principal, superintendent, or their designee(s), the application process is terminated. If the student is denied a retake, the student may retake the entire course and exam.

Application to Request Retake of End-of-Course Exam

SAMPLE COUNTY SCHOOLS
NORTH MAIN STREET
Rural, KY 40000

_____
Date

_____
Student Name

_____
Parent/Guardian Name

_____
Address

_____
City   State   Zip

_____
Phone

_____
Date of Early Graduation Intent Form Approval

_____
Exam Subject

_____
Course Percentage

EOC scores (required)	College readiness exam scores (CPE Benchmarks for ACT)
English 10 (154 or above)	English (18)
Algebra II (148 or above)	Mathematics (19)
Biology (154 or above)	Reading (20)
U.S. History (147 or above)	

For state accountability, each student completing English 10, Algebra II, Biology, and U.S. History must have one score, or an approved non-participation, for each of the required EOC exams. Students are tested once at the completion of all coursework.

_____
Student Signature   Date

_____
Parent/Guardian Signature   Date

_____
Principal/Designee   Date

_____
Superintendent/Designee   Date

RETAKE APPLICATION   Attach rationale for decision.   APPROVED _____   DENIED _____

3. ACT WorkKeys

Program Overview

ACT WorkKeys was chosen by the state of Kentucky to be one of two measures offered to students seeking to meet the Career Ready academic portion of college and career readiness. Students must complete three ACT WorkKeys tests (*Applied Math, Locating Information,* and *Reading for Information*) and receive a score of four or higher on all three assessments to meet the benchmark for the Career Ready academic portion of College and Career Readiness.

Qualifying students will be awarded an ACT National Career Readiness Certificate™ (ACT NCRC®) registered in the ACT national data records. Electronic copies of the certificates will be provided by KDE in the spring. Each school will print the certificates for distribution during their local awards night or graduation ceremony.

The DACs support ACT WorkKeys test administration across all schools in their jurisdiction. ACT WorkKeys is a high-stakes test used for accountability in the state of Kentucky, and it must be carefully monitored to assure a secure testing program.

Eligible Students—KDE Funded

Eligible students are seniors who are preparatory in a valid Career and Technical Education Program. A preparatory student is one who has completed two career and technical education credits in a preparatory program and is currently enrolled in at least the third credit course(s). The student must be a preparatory senior at the time of testing and must be marked accordingly in the Technical Education Database System (TEDS). Any student can take ACT WorkKeys; however, the district/school is responsible for funding. KDE will only provide funds for preparatory seniors to take ACT WorkKeys.

Accommodations

Students with special testing requirements may receive accommodations according to their approved IEP. Extended time may be allowed when testing on computer or paper testing forms. Students needing special accommodations such as readers must take ACT WorkKeys by paper testing. Please refer to additional information in the ACT WorkKeys *Administration Manual*. Extended time is the only approved accommodation for online testing.

ACT WorkKeys Dates/Milestones

- The name and e-mail address for authorized test administrator(s) must be submitted to KDE. Only the test administrator(s) identified will be authorized by KDE to:
  ~ Verify orders for secure testing materials.
  ~ Access realm-level information within the school ACT WorkKeys Online realm.
  ~ Receive critical informational e-mails from ACT about the ACT WorkKeys testing program.
  ~ Access his or her school's unique secure score retrieval site.

- Paper testing will be available during the two-week test window, January 25 through February 8, 2017.
  - ~ Requests for paper testing materials must be submitted online through the KDE–ACT WorkKeys ordering portal in November. Further information will be sent identifying the exact time frame.
  - ~ Student score results must be retrieved from the electronic secure file transfer site within 10 calendar days of posting for paper testing.
  - ~ Answer documents and test booklets, including accommodated testing material, will be picked up at your school by FedEx. Please have them packed according to instructions in the *Administration Manual* for paper testing and ready for pickup before the driver arrives at your school.
- Computer based testing will be available December 1, 2016–March 31, 2017.
  - ~ Schools that do not already have an assigned ACT WorkKeys Online testing realm must submit a request to KDE by August 29, 2016, to be authorized for computer based test administration.
  - ~ Student score results will be available to the test administrator immediately upon completion of each test.

Test Administration Training

All authorized test administrators must comply with the "Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations." This online training may be accessed at **education.ky.gov/AA/distsupp/Pages/AdminCode.aspx**. School or district technology staff involved in preparing computers for online testing must read, sign, and abide by the Nondisclosure Agreement.

The ACT WorkKeys *Administration Manual* for paper testing will be included with secure test materials shipped from ACT. Authorized test site administrators and test supervisors may also access the manual at **http://www.act.org/content/dam/act/unsecured/documents/ WorkKeysAdministrationManualforPaperTesting.pdf**

Administrative individuals who are new to the ACT WorkKeys Online system should attend an ACT-hosted training webinar. Registration information will be e-mailed to all authorized ACT WorkKeys Online test site administrators as new training webinars become available. The ACT WorkKeys *Online Test Administration and User Guide* is available to authorized test site administrators at **http://www.act.org/ content/dam/act/unsecured/documents/WKIVUsersGuideSupplement.pdf**

ACT WorkKeys test supervisors, backup supervisors, room supervisors, and proctors must complete ACT WorkKeys training before testing begins. The verification form is at **http://forms.act.org/workkeys-private/forms/manual.html**.

Online Testing Administration

Establishing a Unique Testing Realm

ACT WorkKeys Online testing is available to schools that meet technical and training requirements. Each school may access tests only through their unique testing realm, which provides direct access to secure test forms for use only at the authorized locations. If your school had a realm last year, then there is no need to set up a new realm this year. If your school does not yet have a realm assigned under the KDE testing program please request it directly through Angie Fischer (**angie.fischer@education.ky.gov**).

Site Administrator Preparation

New and returning administrators for ACT WorkKeys Online administration have access to the ACT WorkKeys Online training realm. Returning administrators can use the same username and password as previously. The URL and login information to access this training website is provided by e-mail to the authorized test site administrator as each new realm is activated.

Training webinars on how to use ACT WorkKeys Online are offered twice a month. Practicing in the training realm offers an opportunity for each administrator to become familiar with the technology and to provide an optimal testing experience for students. Do not change the assigned username and password for the training realm, and since the training realm allows broad public access, do not practice with personally identifiable information in the training realm. The website address with username and password for the training realm is disclosed in the webinar training.

Test Administration

The Student ID field is limited to 11 digits in ACT WorkKeys Online. This data field must use all digits of the student's SSID to qualify for accountability credit in TEDS.

For retesting, it is recommended by ACT WorkKeys to only retest after 30 days has elapsed from the last date tested. This allows time for remediation. If testing sooner than 30 days after the previous administration, an alternate form MUST be used. ACT WorkKeys are highly reliable tests, and student scores will generally not increase unless additional instruction or practice has been completed between test attempts. Fees for retests are not covered under this program and will be charged back to the school.

Paper Testing Administration

Ordering Test Materials

To participate in KDE's ACT WorkKeys funding, authorized test administrators must order materials using the online ordering portal. Materials must be ordered in November. Further information will be sent identifying the exact time frame. Extended time, large print, reader's scripts, audio DVDs, and/or Braille testing materials may also be requested using this form. Materials will be shipped to arrive at the schools and before the test dates. Due to test security and chain-of-possession tracking requirements, schools may not share testing materials between multiple testing sites or with other school districts.

Test Administration

The student ID is a critical data element and must exactly match the SSID to qualify for accountability credit in TEDS.

ACT WorkKeys test materials for retesting will be billed to each school rather than to KDE and may be ordered using the "ACT WorkKeys Assessments and Materials Order Form for Education and Government-Funded Programs" located at **education.ky.gov/CTE/Documents/Retesting Form.pdf**.

Return of Secure Test Materials

ACT will schedule a pickup after ACT WorkKeys paper testing is completed. Your school must return materials on the scheduled date. The pickup date for testing materials for all schools across the state has been established as February 9, 2017. Please carefully pack all materials according to the diagram in the ACT WorkKeys *Administration Manual* for paper testing and have them ready for collection by FedEx on that day. All testing materials are secure documents and must be returned to ACT immediately after the test date. Detailed instructions for packing return materials are provided in the administration manual. Materials from multiple schools or other ACT testing programs may NOT be combined in one envelope.

Access to Score Reports

Scores will be available for electronic retrieval within the week of March 20, 2017. Protection of personally identifiable information requires score transfer ONLY through secure electronic transfer accounts for each school. The week of March 13, 2017, authorized test administrators at each school will receive a set of e-mails providing the secure site URL and a unique username and password for their school. Protect the access information carefully. After scoring is complete at ACT, the authorized test administrator will receive an e-mail notification of available scores. No username or password will be included in that notification. **Scores will only be posted to the secure transfer site for 10 calendar days after e-mail notifications are sent.** After this time, scores will become unavailable without assistance from ACT WorkKeys.

ACT and ACT WorkKeys Testing Precautions

- Because the ACT and ACT WorkKeys are separate assessments with different test materials, administration procedures, and returning processes, please keep all materials and testing separate. Standard secure storage requirements apply to both administrations.
- Remember to return materials separately, as instructed in the respective test administration manuals and in other training resources.
- Mixing test materials can result in a delay of scoring and reporting and possibly a misadministration.

Contact ACT WorkKeys at 800.967.5539 with questions.

Frequently Asked Questions about ACT WorkKeys

Q: *Sharing secure materials: If a school does not have enough test materials for enrolled students, may I transfer materials from one school to another or borrow materials from another district?*

A: Transfer of materials between districts or between schools within a district is prohibited. Secure testing procedures require that each school receive the shipment at the address where the test will be completed and return it directly to ACT from that location.

Q: *Score reports: I can't find my score reports. Now what?*

A: Scores from tests completed using ACT WorkKeys Online are available immediately through your administrator's realm. Refer to the ACT WorkKeys Online Test Administration and User Guide, for more information. Results from paper testing will be posted to a secure website within 10 business days after scoring at ACT is complete, and the authorized site administrator will be notified by e-mail. Once scores have been posted, the test supervisor will have 10 calendar days to retrieve them. Contact ACT WorkKeys at 800.967.5539 if you think you may have missed the e-mail notification.

Q: *Returning test materials: How do I return my test materials?*

A: Each school must prepare test materials (used and unused) for return shipment to ACT at the end of the testing window. A representative from FedEx will be at your school to pick up all testing materials. Please prepare them for shipment before that date according to the diagram in the ACT WorkKeys *Administration Manual* for paper testing. If you have any questions, contact ACT at 800.967.5539.

Q: *ACT National Career Readiness Certificates: Do I need to order ACT NCRCs from ACT?*

A: KDE will provide electronic versions of the ACT NCRC for each qualifying student before the end of the school year.

Q: *Can I retest?*

A: Yes, retesting is allowed but not included in KDE funding. Retests must be paid for by the school and MUST be completed by April 28, 2017, to qualify for inclusion in this program.

Resource Documents Available

- ACT WorkKeys General Information
- ACT WorkKeys Reference Center
- ACT WorkKeys at the KDE website
- KDE Assessment Regulations Training
- ACT WorkKeys *Online Test Administration and User Guide*
- ACT WorkKeys *Administration Manual* for paper testing
- Test Site Staff ACT WorkKeys Manual Verification Form
- KDE WorkKeys Paper-and-Pencil Group Administration Assessments and Materials Order Form
- Supplement for KDE: Answer Documents, Test Materials, and Electronic Reporting
- ACT WorkKeys Online Applied Mathematics Formula Sheet

Customer Services

Phone

ACT Customer Care (General Questions) **800.553.6244** ext. 2800

ACT Customer Care (Accommodated Testing) **800.553.6244** ext. 1788

ACT QualityCore Customer Service **866.764.7228**

ACT Test Security Hotline (for all ACT programs) **855.382.2645**

ACT WorkKeys **800.967.5539**

Web and E-mail Contact

The ACT   **www.act.org/aap/state/contact.html**

ACT QualityCore **qualitycoresupport@act.org**

ACT WorkKeys   **workkeys@act.org**

Regular Customer Services hours for all assessments:

Monday through Friday: 9:30 a.m.–6 p.m. (ET) or 8:30 a.m.–5:00 p.m. (CT)

ACT WorkKeys Customer Services hours:

Monday through Friday: 8:00 a.m.–8:00 p.m. (ET) or 7:00 a.m.–7:00 p.m. (CT)

Saturday, 9:00 a.m.–3:00 p.m. (ET)

Customer Services hours on Initial & Makeup Test Date for the ACT administration:

March 21 and April 19, 2017: 7:00 a.m.–6:30 p.m. (ET) or 6:00 a.m.–5:30 p.m. (CT)

ACT Customer Services will be closed the following days during the calendar year:

- Labor Day **September 5, 2016**

- Thanksgiving and following day **November 24 and 25, 2016**

- Preceding and following workday of Christmas Day **December 23 and 26, 2016**

- Preceding and following workday of New Year's Day **December 30, 2016, and January 2, 2017**

- Martin Luther King, Jr. Day **January 16, 2017**

- Presidents' Day **February 20, 2017**

- Memorial Day **May 29, 2017**

- Independence Day **July 4, 2017**

DACs should contact the Division of KDE Support and Research regarding:

- Who should test

- Allowable accommodations for ACT QualityCore, and ACT WorkKeys

- Questions regarding accountability

- Changes to DAC name or contact information, school names, or shipping addresses

KDE Division of Support and Research

Monday through Friday: 7:30 a.m.–4:30 p.m. (ET) or 6:30 a.m.–3:30 p.m. (CT) **502.564.4394**

Assessment and accountability questions

dacinfo@education.ky.gov